



Job Description

Job title:	Grant Funds Support Officer. (Fixed term contract until 31 st March 2021.)
Responsible to:	Grant Funds Manager
Salary:	WCVA Grade B - £22,404 per annum
Base:	Any location / remote working
Annual Leave:	25 days per annum, plus bank holidays, plus five discretionary days (pro-rata)
Travel:	Use of public transport is preferred; when this is not convenient staff may use their own vehicles or the car rental system. Mileage rates are paid in accordance with recommended Inland Revenue rates
Hours:	35 hours per week. A flexi time scheme is in operation and time off in lieu is permissible for any work required to be undertaken outside of normal hours.
Superannuation:	The post will attract a contribution of 9% of annual salary to WCVA's approved pension scheme.
Language skills:	Welsh language skills would be an asset to the post.

AIM OF THE POST

This is an opportunity to work on varied grant schemes which enable community led activity in Wales and beyond. Provide a support function to WCVA's non-European grant management function to ensure effective implementation, administration, assessment, monitoring and reporting of the funds under management.

MAIN DUTIES

- Undertake assessment of funding applications in accordance with WCVA's grant management policy and procedures
- Providing a first level of support and excellent customer service, via email and telephone to groups wishing to apply to the Funds
- Ensuring funded organisations comply with terms and conditions of their grants, through effective project management, monitoring, evaluation and audit, and taking appropriate corrective action
- Ensuring that information from funded organisations is collected and collated effectively to meet outcome reporting and record management requirements
- Work to the appropriate processes and systems to effectively contribute to the delivery of the grant funds' agreed objectives and performance targets adhering at all times to performance, audit, risk and governance policy requirements in respect of both WCVA and Welsh Government regulatory requirements.
- Contribute to the production of management information including reports to the Panel, Welsh Government, partners and other stakeholders to meet agreed reporting timescales and on an ad-hoc basis as and when required.
- Promote the Funds by producing bilingual communications materials and maintaining an online presence e.g. website and social media platforms
- Be responsive to emerging issues and trends which impact on your work, the work of your team, and the Funds
- Organising and servicing contract management and panel meetings and with key stakeholders and partners
- Carrying out any other reasonable tasks within WCVA as requested by line manager

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

As WCVA is part financed by European Funding (through the Welsh European Funding Office) some of your duties may require you to spend time working across these projects. The WEFO references for these projects are 80845, 80846, 80847 and 80848.

PERSON SPECIFICATION

The following are **essential** skills: (candidates who cannot demonstrate these skills will not be short listed)

1. A track record of demonstrating the ability to interpret and assess information in an objective, non-biased way, providing summary and feedback on key points
2. Experience of the operation of funding schemes and working with individual funded projects to ensure they deliver objectives, including resolving issues faced by individual projects and participants
3. Experience in the use of efficient operational systems and processes including online databases/grant application or management systems
4. Strong written and verbal communications skills using a variety of methods including social media, websites, information sheets, presentations, case studies and project reports
5. Good numerical skills and an understanding of the requirements of working with financial data and a competency in the use of Microsoft Excel functions
6. Excellent IT skills, including experience of using databases, spreadsheets, email and word processing, preferably Microsoft Office.
7. Experience of working effectively as part of a team and meeting deadlines consistently
8. A highly organised approach to work with the ability to manage your own workload with minimal supervision
9. An ability to have an adaptable attitude towards altering work plans at short notice to meet changes in priorities and taking on challenging tasks as required for wider team and WCVA.
10. A commitment to equal opportunities

The following are **key** skills: (these skills are needed for the role but could be acquired on the job or through training within 6 months of appointment)

1. Knowledge of key policy areas including: Biodiversity, environmental enhancements including waste minimisation and International development and Wales' contribution to the United Nations Sustainable Development Goals (SDG)
2. Experience of providing advice and training to organisations on funding, grant application and project management best practice
3. Ability to maintain and update webpages

The following are **desirable skills**: (these skills are preferable, and would enhance the application)

1. Welsh language skills would be an asset to the post but are not considered essential

